



## Using Google Sites

<http://sites.google.com/>

Google started out as a Web Search engine. It quickly became the Web search engine. The company has since moved along to provide a LARGE number of other products and services. (If you are interested, visit <http://www.google.com/intl/en/options/>) One of these is Google Sites. In order to use this service to write and “publish” Web pages you must sign up for a (free) Google account. This is an account hosted by Google. If you want to do this, go to <http://sites.google.com> and click on the link, “Sign up for Sites.” The process may take you a few minutes. Once you have an account you can use Google Sites. Also accessible from this Web page is the link, “Help Center” (way down at the bottom of the page). There you will find a page of links designed to help you use Google Sites. This should get you started.

Sign in to Google Sites with your  
**Google Account**

Email:

Password:

☒ Remember me on this computer.

[I cannot access my account](#)

[Sign up for Sites](#)

[Sign in with a Google Apps Account](#)

You will begin with a page titled “**Create**” In order to get started you must give your site a name. Think this through, as it will be part of the site’s address on the Web. (Note: simple names aren’t likely to be available. They have all been taken.) You must also make some decisions about the template you will use to control the look of the site. You will also need to complete a code check at the bottom of the page. Finally you will click on “Create” and be taken to a place where you can write your first page. To do so, click on the pencil icon (“Edit Page”). This will allow you to do just that. Most of the controls you will need are found at the top of the page in a toolbar that will look pretty familiar to anyone who has used a word processor.

Try clicking on the “**Insert**” tab at the options. One that will be useful is the



top of the tool area. There are many very first option labeled “Image.” When you click it you will get a dialog box that allows you to upload images. Get an image that you like on your computer and then use the “Browse” button to locate and upload the image. It will be shown as a thumbnail image in the “Add an Image” dialog box. If you then double click on the thumbnail, the image will be inserted wherever your pointer is on the page that you are editing.

Here is my advice: Every time you do something that works, **click the “Save” button**. That may be a little much but, ... save early; save often.

**Create a new page in your site.** To do this, after saving your old page, click on the “New Page” icon. You will be prompted to give the page a name and to decide what kind of page it is (“Web Page,” the default, is the simplest.) and whether it is a top level or a subsidiary page. You can edit this page as you did the first page.



**Add a link between two pages.** You can add links to other Web pages you have created, or to pages out on the rest of the Web, from elements of your page such as individual words, phrases, images, etc. In order to do this, select (highlight) the word, phrase or image that will serve as the link (the thing people will click on) and then click on the “Link” button in the toolbar near the top of the page. This takes you to the “Create Link” dialog box where you can determine what it is that you want to link to. Give it a try.



This is just a start. BE SURE to try the HELP feature ( <http://sites.google.com/support/?hl=en> ) where there are many helpful features (and links).

**Change the appearance of a site.** In order to change the overall appearance of the page, its template, background colors, layout, etc. it's best to stop editing the page (Save or Cancel) then click on the "More" tab in the upper-right corner of the window. Under "Site actions" click on "Manage site." Then, over on the left you'll find "colors and fonts," "Themes," ... Explore.



**Delete a site completely.** In order to delete the entire site it's best to stop editing the page (What would be the point anyway?) and then click on the "More" tab that sits in the upper-right corner of the window. Under "Site Actions" select "Manage Site." There are a number of things that can be done here but way down at the very bottom of the page is the option to "Delete this Site." Go for it.